



**ADDENDUM #1
Human Resources
Employee Assistance Program (EAP)
RFP # 7441-23**

March 23, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7441-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

The response to questions for this RFP has been extended to Monday, March 27, 2023.

Vendor Content Inquiries

All vendor questions and responses will be assembled into a single document and released to all participating vendors on or before end of day, **March 27, 2023.**

Proposal Submission

- To be considered a qualified candidate, your response to this RFP must:
 - Include a cover letter clearly spelling out deviations from requested services. Please note that plan designs, all benefit provisions, and policy particulars must be replicated to match the plan coverages and procedures. Unless indicated otherwise, your proposal will be interpreted as a duplication of the plan benefits, procedures, and policies as set forth in this RFP;
 - Respond clearly and concisely to all the financial sections of the RFP;
 - Comply with all specifications or clearly indicate where and why your proposal deviates;
 - Respond clearly and concisely to all questions in the questionnaire section without referring us to preprinted materials as your response;
 - Be received electronically by Boulder County Purchasing & Aon **no later than 2:00 PM MDT on April 6, 2023**. Bids must be submitted via secure email link to purchasing@bouldercounty.org and cc: karissa.wiseman@aon.com. (Note: This submission format via your secure system is required due to the limit on file size for materials sent to the county in other ways. The County needs to be able to download your bid materials in order to bypass email size limits.) The subject line should read “RFP #7441-23” Bid Submission by ___(Carrier Name)___”
 - Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 23, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7441-23, Employee Assistance Program (EAP).

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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